

Burrillville Extended Care (BEC)

Board of Directors

Minutes

March 1, 2010

Called to Order and Attendance/Review Agenda:

Meeting called to order-by Dr. David Van Dyke at 6:35 p.m.

Members Present-Dr. David VanDyke, Juliette Lopez-Recinos, Newt Stevens, Christine Hammond and Richelle Wheeler.

Members Absent- N/A

Members Excused- N/A

Others Present: BEC Program Directors Kelly Cournoyer and Lisa Nault; Parks & Recreation Director, Cheri Hall and Town Council Liaison Kevin Heitke, Esq.

**Minutes of the December 7, 2009 regular meetings to be accepted:
Motion to accept by Juliette Lopez-Recinos. Second by Newt Stevens.
Motion carried 4-0.**

Welcome:

Dr. David VanDyke welcomed new member Richelle Wheeler with the Board making introductions.

Correspondence:

None

Good and Welfare:

None

Old Business:

1. Program Updates-

Lisa Nault reported low attendance of approximately ten children on Veteran's Day and Martin Luther King Day. The Director suggested a survey be sent out to the parents regarding needed daycare on these dates to make a decision if a minimum enrollment is necessary to be open these holidays.

Originally the daycare was open a full day for Christmas Eve and New Year's Eve but with low enrollment it was changed to half-day. Due to low enrollment for the half-day holidays, it is now being suggested to be fully closed on Christmas and New Year's Eve. It was noted that if the parents sign up then the daycare is still receiving payment to cover the staffing costs. The Director stated the daycare should be open half-day on these holidays this year to review the enrollment and put out a survey previous to the holiday asking for intended enrollment.

2. Financials—

The summer program has already been changed to one flat fee versus a graduated fee for before and after school programs. The Director stated that in the fall a change to the morning additional time be a \$8 flat fee and afternoon additional time at a \$12 flat fee. The Director shared the financial statistics report with the BEC Board showing the program is running close to an even budget due to lower enrollment due to the economy.

Newt Stevens questioned the status of the vehicle for the Director that the BEC Board had voted to assist in funding. The Director reported the vehicle is currently going out to bid. Town Council Liaison Kevin Heitke stated that currently the vehicle is going out to bid with payment from the operating budget without support from BEC.

Newt Stevens questioned if there was an increase in health benefit costs. The Director stated the amount of health benefit costs had only increased slightly for the three full time employees. Advertising has been decreased to save money. Training has been done in house to save funding. The Director has suggested to the Town Manager that the BEC Co-directors still be allowed to attend necessary outside training.

The Profit and Loss statement from July 1, 2009 through current was shared with the BEC Board. Any profits will be transferred to the investment account for future needs.

3. Parent and Employee Handbook Changes-

Town Council Liaison Kevin Heitke is currently reviewing possible recommended changes to the Parent and Employee Handbooks. Possible drug testing policies will be reviewed at the next meeting. Christine Hammond shared the Rhode Island general laws regarding drug testing in the workplace and information from the Working Partners for Alcohol and Drug Free Workplace website. The Director stated information regarding Drug and Alcohol testing by the Burrillville School Department referred to students versus employees.

Dr. VanDyke stated a Drug/Alcohol Testing policy should be established with guidance from the State of Rhode Island and should be consistent with other town policies.

4. Stillwater Mill Site-

Town Council Liaison Kevin Heitke commented that suggested uses for the Stillwater Mill Site are still being reviewed including the possibility of a new BEC site or BEC office space.

The Director shared that tickets are still available for the Burrillville Parks & Recreation Foxwoods fundraiser trip planned for March 20, 2010.

New Business:

1. Spring Programming-

The Director reported the BEC co-directors are in charge of the upcoming Egg Hunt scheduled for March 27, 2010 at 11:30 a.m. (rain date April 3, 2010). A field trip to see the Titanic Exhibition is being reviewed for the spring school vacation. Target pricing for field trips costs are under \$12 per child.

2. Summer Programming-

Plans are underway for the summer field trips including the circus, visiting a working farm, etc.

3. B.E.C. Budget- “Reviewed above”

One day before the summer program begins will be utilized as a professional day to complete training and prepare for the summer program.

The BEC middle school program has ended. Summer staffing is complete.

Meeting adjourned: Motion to adjourn at 7:38 p.m. by Juliette Lopez-Recinos. Seconded by Newt Stevens. Motion carried 5-0.

Next Meeting: Monday, June 7, 2010, 6:30 p.m., Burrillville Parks & Recreation Offices; 92 North Main Street, Pascoag, R.I.

Recorded by

Carol L. Conway

Administrative Aide

Burrillville Parks & Recreation Department